



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

BO 12575.1 Ch 1

L09-3

18 Dec 01

BASE ORDER 12575.1 Ch 1

From: Commanding Officer
To: Distribution List

Subj: ESTABLISHING BONUSES AND ALLOWANCES FOR CURRENT AND PROSPECTIVE
CIVILIAN EMPLOYEES

1. Situation. To direct pen change and new page insert to the basic Order.

2. Mission. Amends basic Order to allow the use of recruitment bonuses, relocation bonuses, and retention allowances for prevailing rate (FWS) employees.

3. Execution

a. Add new references:

"(e) 5 U.S.C. 5753, 5754

(f) 5 CFR, Part 575, Subparts A, B, C"

b. Paragraph 1, line 5, change "(d)" to "(f)."

c. Remove page 5 and enclosure 1, and replace with new pages.

d. Change Office Code on promulgation page to L09-3.

4. Command and Signal

a. Signal. This Change to the basic Order is effective the date signed.

b. Command. The Commanders of Marine Corps Materiel Command and Marine Corps Logistics Bases and the Commanding Officer, Blount Island Command, concur with this Change to the basic Order as it pertains to personnel of their commands physically located at Albany, Georgia, and Jacksonville, Florida. Approval authority will be retained by each Commander or Commanding Officer.

5. Filing Instructions. File this change transmittal immediately behind signature page of the basic Order.

C. V. Mugno
C. V. MUGNO

c. Division Directors/Senior Management Officials in the Organization

(1) Certify the availability of funds for payment of specific bonuses and allowances.

(2) Annually review the results of the retention allowance survey and recommended salary change computations.

(3) On the basis of the survey and any other budget constraints, recommend the continuance/discontinuance or other changes to the allowances.

6. Action. All Heads of organizations will ensure that all personnel are made aware of, and adhere to, the procedures outlined in this Order.

7. Command and Signal

a. Signal. This Order is effective the date signed with the provision that labor relations obligations will be discharged with the American Federation of Government Employees, Local 2317, prior to changing any personnel practice or procedure impacting bargaining unit members.

b. Command. The Commanders of Marine Corps Materiel Command and Marine Corps Logistics Bases and the Commanding Officer, Blount Island Command, concur with this Order as it pertains to personnel of their commands physically located at Albany, Georgia, and Jacksonville, Florida. Approval authority will be retained by each Commander or Commanding Officer.


C. V. MUGNO

**RECRUITMENT/RELOCATION/RETENTION BONUS
SERVICE AGREEMENT**

5 USC 5753 and 5754 and Part 575 of Title 5, U.S. Code of Federal Regulations provide under certain conditions that the bonuses/allowances indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these bonuses/allowances.

This agreement is for:

_____ **RECRUITMENT BONUS**

_____ **RELOCATION BONUS**

_____ **RETENTION ALLOWANCE**

I, _____, have accepted the bonus/allowance indicated above for the position
(First, MI, Last Name)

of _____ at Marine Corps Logistics Base, Albany, GA
(Title, Series, and Grade) (Activity)

I understand that the bonus/allowance will be _____% of annual rate of basic pay of the position to which I am being appointed/relocated/retained.

FOR RECRUITMENT/RELOCATION BONUSES ONLY: By accepting this bonus, I agree to remain in the Dept. of Defense (DoD) (recruitment bonus) or Marine Corps Logistics Base (relocation bonus) for a minimum period of _____ months beginning on _____ (date). I understand that the recruitment/relocation bonus must be refunded if I fail to complete the period of employment established by this Service Agreement or if I am removed for cause before expiration of the required minimum service period. If I voluntarily fail to complete the above period of service or I am separated from the service before completion of the above period for cause on charges of misconduct or delinquency, I shall be required to repay the bonus on a pro rata basis. I understand that the DoD may withhold any final pay due me to apply against or liquidate any indebtedness arising from my violation of this agreement.

FOR RETENTION ALLOWANCE ONLY: I understand that the payment of this allowance will be reviewed annually and may be reduced or terminated at any time.

I agree to the terms of this contract:

Signature _____

Date _____

Signature of Official Making Offer _____

Date _____

Signature of Reviewing Official _____

Date _____